

# Obtaining Your Limousine Carrier License and Vehicle Certificates

## Who Must Register

A **limousine carrier** is anyone who transports passengers, under a single contract and on a prearranged basis, in a limousine to a specific destination or for a particular itinerary. The term *prearranged basis* refers to the manner in which the carrier dispatches vehicles.

Limousine Carrier businesses based outside of Washington are not required to obtain a Washington State Limousine Carrier License unless their business includes picking up clients in Washington.

## Forms To Complete:

- **Master Application.** See *Registrations & Licenses Required* (on reverse) for fees.
- **For Hire/Limousine Addendum.** This form certifies that all chauffeurs hired by you meet certain criteria.

## Documentation Needed on Each Vehicle:

- **Vehicle Registration.** (See example below)
- **Certificate of Insurance or Bond.** Every vehicle must be covered by either a surety bond or a liability insurance policy. (See example below)
- **Vehicle Inspection Report** from the Washington State Patrol. There is a fee of \$25 per vehicle for the inspection report, paid to the Master License Service when you apply for your license.

STATE OF WASHINGTON 1234B  
DEPARTMENT OF LICENSING

VEHICLE TITLE APPLICATION/REGISTRATION CERTIFICATE  
5/25/1999

LIC/PLT ISSUE-DATE TRS-NO REG-EXP VALUE-CODE DESRE MO-REG MO-GMT  
12345B 10/1999 S223344 10/20/2000 24689/1993 1 12

POWER USE MD- MKS/ SERIES/ODY VIN OR SERIAL-NO RES-CD INC/INIC  
G F/H 1993 LINC CAPED 1G1W52D8V193006 17 I

SCLMT SEAT GMT GMT-SHRT GMT-EXP FLEET RESVL RESV-TITLE-NO ST  
00 / / / / 26549C 9428622322 WA

COMMENT:  
7 - 18 - USE TAX WAIVED (A) -COLOR -WHITE

BRANDS-WA/FORMER EXEMPT  
MILEAGE 16579 A

REGISTERED OWNER LEGAL OWNER

JOHN DOE DBA  
JOHN'S LIMOUSINE  
122 CENTRAL AVE  
ANYWHERE WA 98111

CERTIFICATE OF INSURANCE DATE (MM/DD/YY) 05/12/99

PRODUCER  
GENERIC INSURANCE  
ABC LANE  
ANYWHERE WA 98111-1111

INSURED  
① JOHN DOE  
DBA: JOHN'S LIMOUSINE  
122 CENTRAL AVE  
ANYWHERE WA 98111

COMPANIES AFFORDING COVERAGE  
⑤  
A INSURANCE COMPANY  
B

COVERAGES

COV	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
1	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ②				GENERAL AGGREGATE \$ MEDICAL (LIMIT OF \$) \$ PROPERTY DAMAGE \$ PERSONAL AND ADULT \$ PERSONAL AND ADULT \$ PERSONAL AND ADULT \$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS HIRE AUTOS NON-OWNED AUTOS	R4603348A ③	12/04/98 ④	12/04/99 ④	COMBINED SINGLE LIMIT BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE \$ 50,000
	GARAGE LIABILITY ANY AUTO				AGGREGATE (Per accident) \$ OTHER THAN AUTO ONLY \$ AGGREGATE \$
	EXCESS LIABILITY UMBRELLA OTHER THAN UMBRELLA & EXCESS				AGGREGATE \$ AGGREGATE \$ AGGREGATE \$

DESCRIPTION OF OPERATING/LOCATIONS/VEHICLES/ACTUAL ITEMS  
1993 LINCOLN TOWNCAR 1G1W52D8V193006 ⑦

CERTIFICATE HOLDER  
DEPT OF LICENSING  
MASTER LICENSE SERVICE ⑧  
PO BOX 9034  
OLYMPIA WA 98507

CANCELLATION  
NOTICE AND OF THE ABOVE INFORMATION MUST BE CANCELLED BEFORE THE EXPIRATION DATE HEREON. THE INSURANCE COMPANY MUST ADVISE TO THIS... (SEE REVERSE) NOTICE OF THIS CANCELLATION MUST BE MADE TO THE LICENSING SERVICE BY FAX, OR BY MAIL, OR BY PERSONAL DELIVERY TO THE LICENSING SERVICE. NO CANCELLATION OF THIS CANCELLATION IS REQUIRED FOR THIS CANCELLATION.

- ① **Owner name** must be the same on certificate of insurance and Master Application.
- ② Registered owner must be: **owner name, sole proprietor, partner, corporate officer, or LLC member/manager.**
- ③ Include **policy number.**
- ④ **Policy effective & expiration dates** must show current coverage.
- ⑤ Display **name of insurance company.**
- ⑥ Minimum combined single limit coverage of \$1,050,000 **OR** split limit coverage of \$1,000,000/\$100,000/\$50,000.
- ⑦ Insurance certificate must show **year, make and complete VIN # of each car**, which must match vehicle registration certificate.
- ⑧ **Certificate holder** must be Dept. of Licensing, Master License Service, PO Box 9034 Olympia, WA 98507-9034
- ⑨ Use class must be "F/H".

### Registrations & Licenses Required

There are several registrations and licenses required if you are starting a new limousine carrier business.

Limousine Carrier Business License .....	\$40
Vehicle Certificate/Decal .....	\$25 per vehicle
Vehicle Inspection Report Fee .	\$25 per vehicle
State Tax Registration .....	No fee
Registering Your Business Name	
as a Trade Name .....	\$5
Master Application Fee .....	\$15

Your Limousine Carrier Business License and your vehicle certificates must be renewed each year.

### Other Requirements You May Need To Know: Special Needs Vehicle Certificate..\$25 per vehicle

This certificate authorizes the use of rented or leased vehicles not owned by the limousine carrier business. A separate certificate is required for each rented or leased vehicle operated as a limousine. The certificate may be acquired by a licensed limousine carrier at any time, but the certificate will expire on the expiration date of the current license regardless of the date on which the certificate was issued.

Submit proof of insurance for each rented or leased vehicle with the same liability limits as for a regular certificate.

A rental or lease agreement specifying a rental or lease period of no more than 30 days must be kept in the vehicle.

### Change of Vehicle Certificate ..... \$20 per vehicle

If you wish to make any changes to a vehicle certificate, you must submit the requested change in writing along with the change fee.

### Duplicate Vehicle Certificate

To replace a lost or destroyed regular vehicle certificate contact (360) 664-1414. If you lose or destroy a special needs certificate, you must apply for a new special needs certificate.

### Training Course Approval..... \$25

If you wish to provide a chauffeur training course for your employees, you may apply for approval of the training course with the Department of Licensing. Applications are available at (360) 664-1400.

### Chauffeur Requirements

A limousine carrier must keep on file and make available for inspection the following information for *each* chauffeur:

- Proof that the chauffeur:
  - Is at least 21 year of age,
  - Holds a valid Washington State Driver's License,
  - Completed an approved chauffeur training course, and
  - Passed a written examination for the training course;
- The results of a background check performed by the Washington State Patrol; and
- A medical certificate certifying the individual's fitness to be a chauffeur (a new exam and medical certificate is required every three years).

### Advertising

Your Unified Business Identifier (UBI) number must be included on any advertisement for your business.

### License and Vehicle Certificate Renewal

The Master License Service will send you a renewal notice about 45 days before your license and certificates expire. To renew, return your renewal notice along with the following for **each** vehicle:

- Annual Vehicle Inspection Report from the Washington State Patrol
- The fees as indicated on the renewal notice.

### For Problems and Questions

If you have a problem with or question about your business license, call the Master License Service at (360) 664-1400.

If you have a problem with or question about your vehicle inspection, call the Washington State Patrol.